

# Safety at NIST

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***and***

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# Outline

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- **Motivation for focusing on safety**
- **Safety at NIST now**
  - *Trends in safety statistics*
  - *Improvements in DA/CFO\**
  - *Programs and practices*
- **Recent assessment of safety at NIST**
- **Safety plan for FY2002**

*\*Director for Administration and Chief Financial Officer*

# Motivation for Focusing on Safety

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- NIST core values:
  - **People**
  - Integrity
  - Customer focus
  - Excellence
- Deputy Secretary Bodman is making safety a top priority across the Department of Commerce
- Deputy Secretary Bodman's visit to NIST was a "wake up call" to reassess our safety practices



## Safety

- ▶ [Newsletter](#)
- ▶ [Safety Survey](#)
- ▶ [Safety Survey Privacy Statement](#)
- ▶ [Current Safety Report](#)
- ▶ [Safety Action Plan](#)
- ▶ [Bureau Safety Plans](#)
- ▶ [Monthly Safety Council](#)
- ▶ [Bureau Safety Managers](#)
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## Secretary Evans' Policy Statement on Occupational Safety and Health

The safety and health of all Commerce employees is of utmost importance. The Department is fully dedicated to conducting a comprehensive occupational safety and health program to prevent accidents and injuries and providing a safe place of employment. In order to prevent and minimize injuries and/or illnesses to personnel, occupational safety and health must be given full consideration in the planning, development, and operation of every program and activity throughout the Department.

We must encourage safety awareness as a part of our jobs. In addition, we must ensure that every employee is free from discrimination, restraint, interference, coercion, or reprisal for participating in the Department's safety and health program. I am personally committed to these principles and look for your full and enthusiastic support to achieve a safer and more productive work environment for all of our employees. If you would like assistance with this endeavor, or if you have any questions, please contact our safety and occupational health specialists at (202) 482-4935.

Donald L. Evans



## Safety Action Plan for FY 2002

### Safety

- ▶ [Newsletter](#)
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Action	Lead Person	Due Date	Performance Measure	Status
<b>Guidance, Policy, and Training</b>				
Complete Department Organization Order (DOO) reflecting safety move to OHRM.	John Phelan	ASAP	Safety Function formally moved to OHRM.	In clearance process.
Change Department Safety Plan to reflect changes in responsibility and update as necessary (e.g., redesignation of Department Safety and Health Official, etc.)	Jim Gallo/ Alex Mayes	February 2002	Safety Plan reflects organization and policy changes.	Changes currently being made.
Develop safety performance element for SES performance plans.	Joan Jorgenson/ Michael Osver	December 15, 2001	Performance element clearly states managerial responsibilities for safety.	Draft Complete. Vetting is underway with key Departmental leadership.
Develop safety training material to be used in	Jim Gallo/ Beverly Brebnor/	March 2002	Safety module developed and	Communications and Training

# Safety at NIST Now

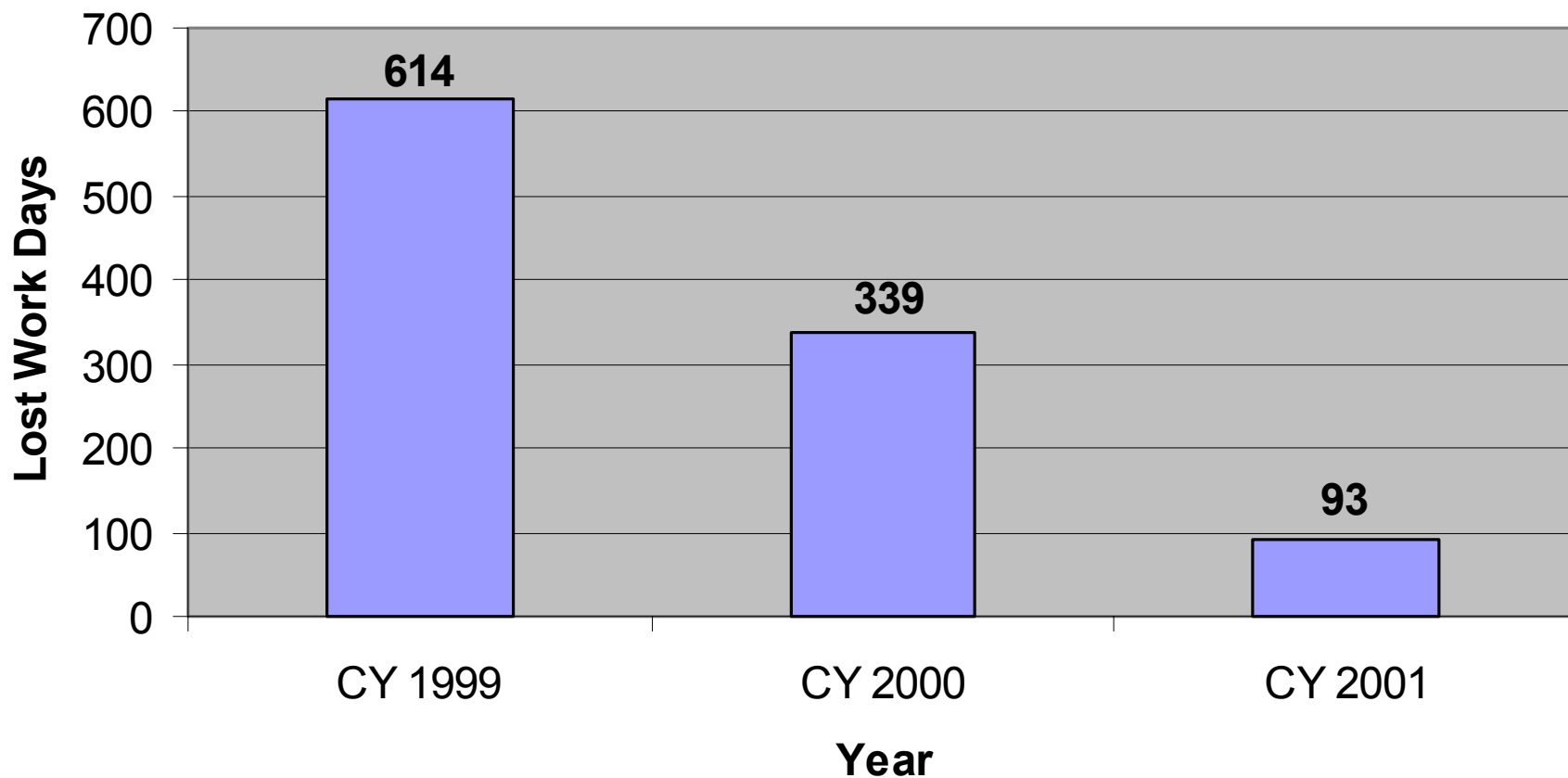
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- **Trends in safety statistics**
- **DA/CFO\* interactions with DuPont on safety**
- **Programs and practices**

\*Director for Administration and Chief Financial Officer

# NIST-wide Safety Trends

**Number of Lost Work Days by Year**



# NIST-wide Safety Trends

## Injuries by Type: FY1999-FY2001

Injury Type	Total FYs 99-01	Avg/Yr	FY 01
Struck By/Against an Object	35	11.7	12
Falls/Slips	44	14.7	15
Caught On An Object	9	3.0	2
Cuts/Bites	32	10.7	7
Contact With An Object	3	1.0	0
Exertion/Motion	30	10.0	4
Exposure to Chemicals/Elements	14	4.7	4
Traveling In Car/Metro/Taxi	6	2.0	1
Insufficient Data	2	0.7	0
<b>TOTAL</b>	<b>175</b>	<b>58.3</b>	<b>45</b>



# Distribution of Safety Trends

## Significant Improvement from 2000 to 2001

	Fatal Cases		Lost Workday Cases		Lost Workdays	
DA/CFO <i>Gaithersburg</i>	0	0	17	6	135	52
OTHER OUs <i>Gaithersburg</i>	0	0	4	5	27	40
DA/CFO <i>Boulder</i>	0	0	6	0	159	0
OTHER OUs <i>Boulder</i>	0	0	2	1	18	1

\*DA/CFO: Director for Administration and Chief Financial Officer

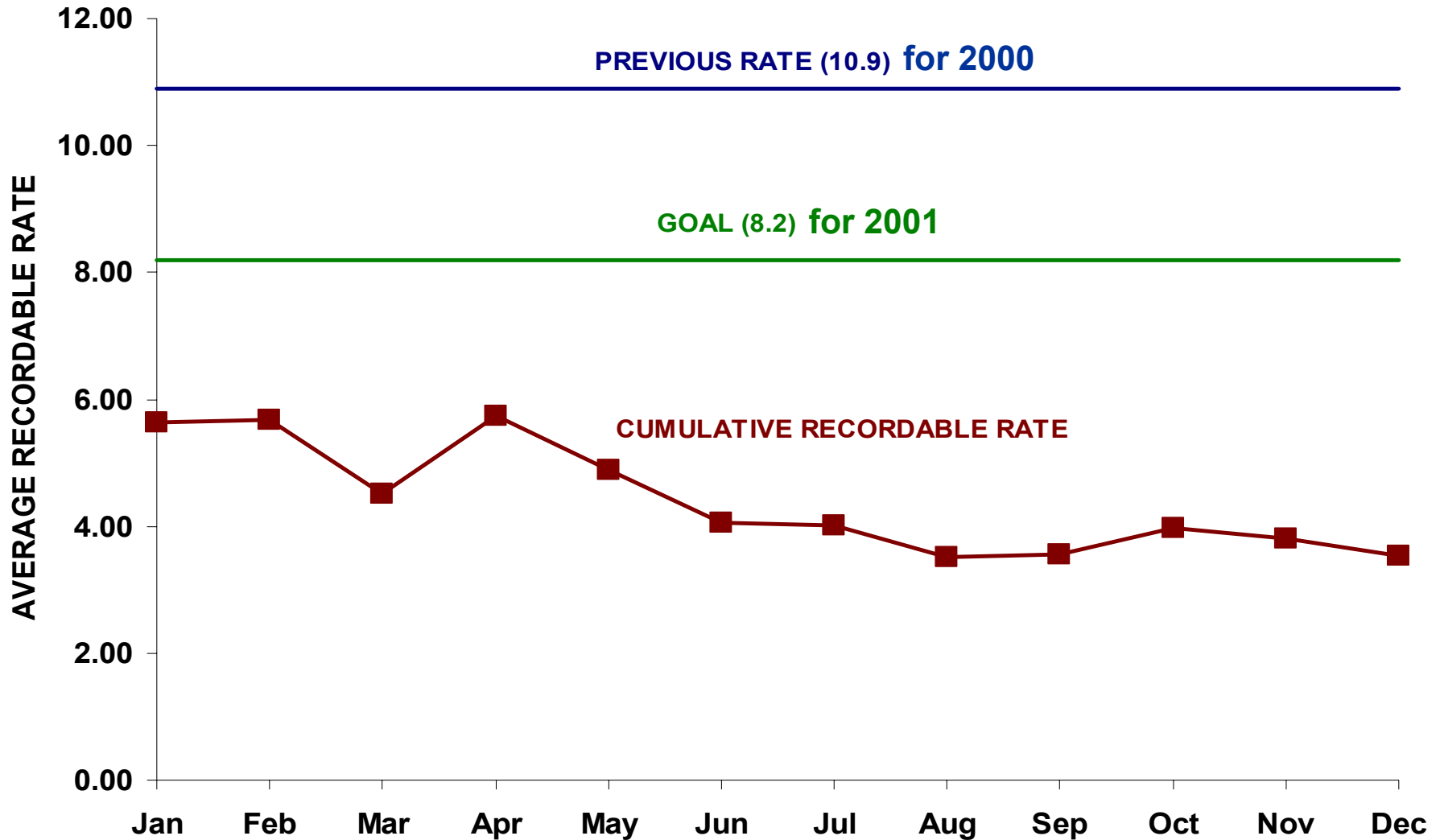
# DA/CFO Interactions with DuPont

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- October, 2000: *DA/CFO senior managers attended 2-day DuPont training*
- April, 2001: *DA/CFO safety management program benchmarked against DuPont's proven best practices*
- May, 2001: *DuPont provided training to 81 supervisors and managers*  
**“Managing Safety: Techniques That Work for Line Supervisors, with Audit Training”**
- June, 2001: *DA/CFO instituted a new Occupational Safety and Health Plan*
  - **Goal: 25% reduction in lost workday incidence rate from preceding 5-year average, by end of 2002**
  - Established an auditing program; auditing began in August, 2001
- Significant Improvement in DA/CFO safety records:
  - No recordable incidents in June, August & December 2001
  - Reduction in lost work days in CY 2000 and CY2001:
    - 135 down to 52 - Gaithersburg
    - 159 down to 0 - Boulder

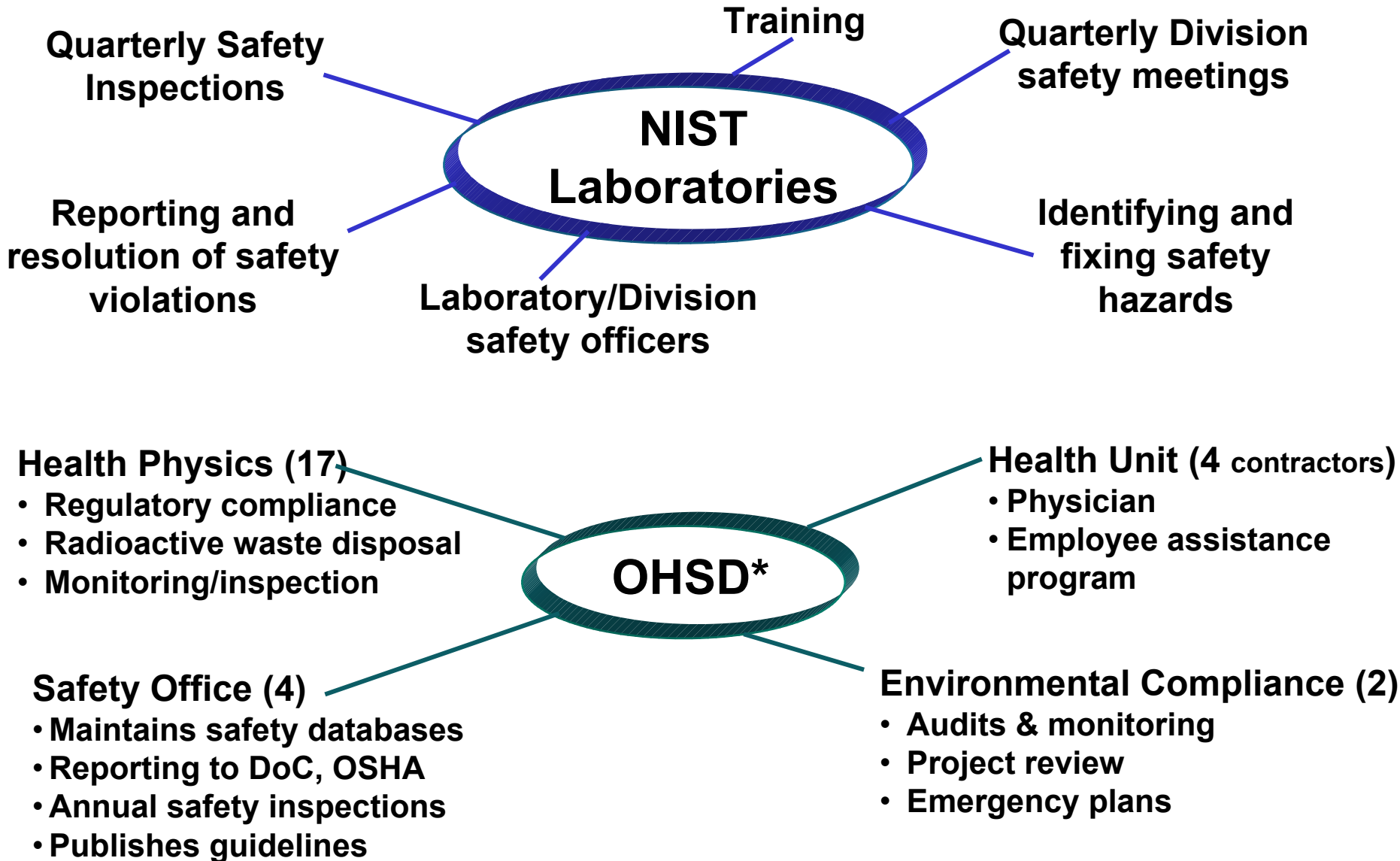
# DA/CFO Safety Record for 2001

Cumulative Recordable Rate\* vs. DA/CFO Goal



\*number OSHA recordable injuries and illnesses x 200,000/hours worked

# Partial List of Programs and Practices



**\*NIST Occupational Health and Safety Division**

# Recent Assessment of Safety at NIST

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- Laboratories polled regarding safety practices; best practices list compiled
- Safety discussion with NIST Director and Deputy Director, Lab Council Chair, DA/CFO Director and Deputy Director, OHSD
  - Built on current best practices and previous safety discussions
  - Discussion of safety ideas and opportunities
  - Focused on accidental injuries (not intentional)
  - Output: *written summary of issues, ideas and opportunities*
- Expanded Directors Meeting on Safety
  - February 25, 2002
  - Attendees: *NIST Director and Deputy Director, OU Directors and Deputy Directors, OHSD leadership, others*

# Expanded Directors Meeting on Safety

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## Agenda:

- **Presentation by Deb Grubbe, *Corporate Director for Health and Safety, DuPont***
  - “Current Trends in Safety and Health... Workplace Implementation from a DuPont Perspective”
- **Presentation by Bill Anderson, *Lab Council Chair***
  - “NIST Safety Ideas and Opportunities” – based on notes from the safety discussion
- **Round table discussion of safety issues – all participants**
- **Action items:**
  - **Draft a key safety message from the NIST Director**
  - **Draft a Safety Action Plan**

# Elements of the Safety Action Plan

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- **Key message**
- **Accountability**
- **Culture**
- **Celebrate success**
- **Continuous improvement**
- **Effectiveness**

# Key Message

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**The safety of everyone who works at or visits NIST is a top priority.**

*Draft safety message from NIST Director, 3/1/02*

- Make safety a key message that we continually communicate and emphasize
- Feature safety at quarterly NIST-wide Town Meetings, at OU all hands meetings, and at all other major venues
- Expand and increase effectiveness of publicity:
  - Signs near building entrances, elevators, entrance to campuses, etc.
  - Examples: "We value safety" , "Safety first" , ...



# Accountability

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**Hold ourselves and each other (all NIST staff and management) accountable for ensuring a safe workplace.**

- Develop a NIST-wide safety plan with goals and objectives emphasizing management's responsibility to promote safety
- Set aggressive OU safety goals : *zero lost-time accidents*
- Institute executive level safety training for senior management (NIST Director and Deputy, OU Directors and Deputies)

# Culture

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**Foster a culture of safety that makes us all feel personally responsible for ensuring the safety of ourselves, our colleagues, and our visitors.**

- Support NIST core values: **people**, *integrity, customer focus, excellence*
- Take responsibility for the safety of **everyone** at NIST: *staff, guest researchers, contractors, visitors, etc.*
- Cultivate a safety-proactive environment, where workers:
  - *Take action to correct common hazards such as spilled water, even if they are caused by others*
  - *Set high expectations for their own safety*
  - *Point out unsafe actions/practices to coworkers*
  - *Report unsafe actions/practices to management*
  - *Take pride in being safe*

# Continuous Improvement

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**Set safety goals that challenge us, continually measure our progress, and revise our goals as we improve.**

- Actively research the latest best practices internally and externally
- Share and adopt the best safety practices among the OUs
- Safety Office issues monthly safety reports for all OUs:
  - Distributed and discussed regularly at a Directors Meeting or Expanded Directors Meeting (perhaps quarterly)
  - Reports include:
    - Trends in injuries, lost work days, etc. over time
    - Comparison of actuals to NIST goals and benchmark goals from other organizations

# Celebrate Success!

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**We take credit for our successes in reducing accidents and injuries and improving safety practices.**

- Publicly recognize good practices and goals reached:
  - Quarterly Town Meetings, OU all hands meetings, NIST employee publications, internal web home page
  - Publicize existing safety awards:
    - Safety Award for Superior Accomplishment
    - Exceptional Safe Driving Award
- Establish a Directors Team Safety Award:
  - Given to OUs or Divisions for good safety records and/or most improved safety records

# Effectiveness

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**We make our safety programs and practices as effective and efficient as possible.**

- Provide clear guidelines, instructions, and forms for all reporting requirements
- Use in-house expertise to advise junior staff members on safety guidelines
- Institute a series of walk-throughs, ergonomic checks and hazard analyses for office areas

# Bottom Line

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**No job should be done  
without regard to safety**